

(This notice is current until rescinded)

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NOTICE NO.  
LN 7-3  
FN 7-79

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MANAGEMENT  
16 April 1979

POLICIES AND PROCEDURES TO IMPROVE THE CONIF III  
SYSTEM AND PROCESSING OF CONTRACTOR INVOICES

1. The purpose of this joint Office of Finance (OF) and Office of Logistics (OL) notice is to set forth agreements and understandings between the two offices related to procedures to improve the CONIF III system and the processing of contractor invoices.

2. The agreements and understandings are as follows:

A. Withholding Provisions

The only mandatory withholding requirement in the Agency contract "General Provisions" is set forth in Section F (Time and Material Provisions) under Article 5 entitled "Payments." All other provisions require a determination by the contracting officer that the right to withhold be invoked. Effective with the issuance of this notice, the Audit and Certification Division, OF (A&CD/OF), will withhold amounts from contractor's invoices only when the contracting officer invokes the right to withhold by submission of the appropriate data on Form 1218, "Procurement Justification and Routing Sheet," to the OL/Procurement Management Staff (OL/PMS) CONIF input team for input into the CONIF system. The code NWITH shall be typed on Form 1218 if no withholding is required.

B. Type Payment

This information is no longer required to be included on Form 1218. All payments out of CONIF will be made by Treasury check. If there are special circumstances which would require issuance of a cashier's check, the contracting officer should make special arrangements with Chief, A&CD/OF.

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C. Payment Information - Secure Data for Payment

This information is no longer required to be provided on the Form 1218. The OL/PMS CONIF input team, in cooperation with the OL Security Staff (OL/SS), will input the payment information, based upon OL/SS approved vendor addresses [REDACTED] Contracts requiring special payment provisions must be coordinated with OL/SS.

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D. Financial Information

The FAN, ORN, LCN, Cost Center, and SOC financial data applicable to Forms 2420 and 88 are no longer required on the Form 1218. This data will be entered into the CONIF/GAS system by the operating components' budget and finance officers.

E. Original Contract

The requirement for distribution of an "original" contract under OF Notice 12-77, dated 1 June 1977, is hereby waived. A copy of the signed contract will suffice for purposes of documenting and recording contractual obligations. To save dollars and conserve storage space, a copy of the "General Provisions" is no longer required to be distributed to OF with each contract. OL/PMS is responsible for providing copies of current "General Provisions" to the various OF components which have a need to maintain a master file. Contracting officers are responsible for ensuring that each contract incorporates the appropriate "General Provisions" and cites the date of issue.

3. It is expected that the implementation of the above agreements and understanding will materially improve the CONIF system and contribute toward a more efficient process for payment of contractor invoices.

[REDACTED]

James H. McDonald  
Director of Logistics

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[REDACTED]

Edward L. Sherman  
Director of Finance

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MEMORANDUM FOR: Deputy Chief, Plans & Programs Staff, OL  
FROM:   
Deputy Chief, Procurement Management Staff, OL  
SUBJECT: Office of Finance(OF)/Office of Logistics(OL)  
Notice

Attached hereto is the joint OF/OL Notice on "Policies and Procedures to Improve the CONIF III System and Processing of Contractor Invoices." This notice should be effective on 1 May 1979. I have notified  of the effective date and he has concurred. Would you please take the necessary steps to implement the notice through OL and OF channels? I am going to send a copy of this notice to all the procurement units by way of a procurement note.

Attachment




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27 FEB 1979

MEMORANDUM FOR: Director of Logistics  
Director of Finance

TAT FROM:

  
Deputy Chief, Procurement Management Staff, OL

SUBJECT: Policies and Procedures to Improve the CONIF III  
System and Processing of Contractor Invoices

REFERENCE: Joint Office of Finance and Office of Logistics  
Notice, same subject (attached)

1. Action Requested: That the Director of Logistics and the Director of Finance sign the attached joint notice to implement the policies and procedures set forth therein.

2. Background: There has been considerable interest shown on the subjects of (a) lack of accuracy on data inputted into the CONIF III system and (b) prompt payment of contractor invoices. As recently as 25 January 1979, the Office of the Inspector General (OIG) issued to the Office of Logistics (OL) and the Office of Finance (OF) an audit report which expressed the IG's concern over the integrity of the data being inputted into the CONIF III system. Also, OF and OL are currently involved in a joint MBO project to review the Agency's system for paying contractor invoices.

3. Staff Position: The attached joint notice has been coordinated with the appropriate components of both OL and OF. It is believed that implementation of the policies and procedures set forth therein will result in a decrease in the error rate of data being inputted into the CONIF III system and an improvement in our ability to process contractor invoices in a timely fashion.

4. Recommendation: It is recommended that the attached joint notice be signed by the Director of Logistics and the Director of Finance.



Attachment

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